

11 February 1955

MEMORANDUM FOR: Chief, Records Management Division

SUBJECT : Maintenance of Cable Files

1. In Paragraph 2 of a Cable Secretariat memorandum dated 14 July 1954 to the Chief, Management Staff, Subject: Annual Management Improvement Report, the Cable Secretary indicated that there appeared to exist a need for:

"The establishment of an office (or offices) of record in which all CIA cables are filed on a permanent record basis and are cross-referenced appropriately. The Office of Communications maintains the Signal Center Archives, but cables in these Archives are not cross-referenced except by Station and/or IN or OUT numbers."

2. The Chief, Records Management Division in Paragraph 5 b of his memorandum dated 2 November 1954 to the Chief, Management Staff, Subject: Survey of Signal Center Cable Reference Service, states:

"It seems apparent that appreciable savings of labor and equipment could be realized by consolidating the long term cable reference services provided by the Signal Center and RI and perhaps other offices. Therefore, it is recommended that a more comprehensive survey be made of the Agency's reference and copy retention requirements for cables to determine whether consolidation would be practical. Such survey, if approved, would be conducted by the Records Management Division of the Management Staff and would cover RI, DD/P Area Divisions, SSD and other selected offices as well as additional study in the Signal Center."

3. This office is well aware of the need for the existence of such an office and is ready to assist the Management Staff in helping to resolve this problem. In order to be of the most assistance, it would be appreciated if we could be informed of the approximate date when the survey will be conducted, and specifically what statistics or information might be desired from this office.